

Using the Gradebook: ELEteca

1. How to View Grades in ELEteca

HE Entornos - Full course

[Student ELEteca](#)
[Gradebook |](#)

[Online Workbook](#)
[Gradebook |](#)

- 1.1 From 'My Classes' click on your class, and select **Gradebook** next to **Student ELEteca**
- 1.2 This will give you an overview of all students in the class, and their average score for each unit. If there is a date listed above the activity name, this indicates the date the assignment was due.

	⊕ Unidad 1	⊕ Unidad 2	⊕ Unidad 3
Name			
Eleven Hopper ent-demo-student2@yopm...	12 %	0 %	0 %
Maxine Mayfield ent-demo-student3@yopm...	3 %	0 %	0 %
Lucas Sinclair ent-demo-student1@yopm...	80 %	3 %	0 %

Showing 1 to 3 of 3 entries

1.3 If you scroll all the way to the right, you will see the average score for the entire course.

Please note: this percentage includes activities and units which have not been completed. We recommend hiding units that you will not be covering in your semester and any activities that you do not plan to assign. To see how to do this, see **Section 4**.

1.4 Click on the plus (+) sign next to the unit name to view the grades of all activities. This will expand into a list of all exercises in the unit, and the percentage scored.

The screenshot shows a gradebook for 'Unidad 1' with columns for 'Name', 'Conocer a nuestros compañeros', 'Las nacionalidades', 'Saludos y despedidas', 'Información personal', 'Presentaciones', and 'Profesiones'. The rows list three students: EIVEN Hopper, Maxine Mayfield, and Lucas Sinclair. A modal window titled 'Conocer a nuestros compañeros' is open, allowing the user to edit the grade for Lucas Sinclair from 100% to 100%.

Name	Conocer a nuestros compañeros	Las nacionalidades	Saludos y despedidas	Información personal	Presentaciones	Profesiones
EIVEN Hopper ent-demo-student2@yopm...	0 %	0 %	0 %	100 %	0 %	0 %
Maxine Mayfield ent-demo-student3@yopm...	0 %					33 %
Lucas Sinclair ent-demo-student1@yopm...	100 %					67 %

1.5 You can edit any grade by clicking on the percentage and typing in the new number.

1.6 If you click on the name of the activity, this will change the order the students are listed (ascending score, descending score, alphabetically.)

1.7 You can export the gradebook into excel, however, please make sure all grade fields are formatted as numbers (and not text fields) before calculating any averages.

The screenshot shows the 'Export format options' dialog box with two checkboxes: 'Mostrar la fecha de último acceso' (unchecked) and 'Mostrar las notas en fracciones en vez de usar porcentajes' (checked).

2. Viewing Student Reports

	Unidad 1	Unidad 2	Unidad 3
Name			
Eleven Hopper ent-demo-student2@yopm...	12 %	0 %	0 %
Maxine Mayfield ent-demo-student3@yopm...	3 %	0 %	0 %
Lucas Sinclair ent-demo-student1@yopm...	80 %	3 %	0 %

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

- 2.1 Clicking on the name of a student will take you to their **Student Report**. This will give you a breakdown of the student's completed activities and grades.

Lucas Sinclair

Grades

Class
CUP Demo Class for Entornos

Select a user
Lucas Sinclair

Grade Item	Grade
Unidad 1	
Conocer a nuestros compañeros (12/11/2018 10:05 pm - 12/14/2018 10:05 pm)	100 %
Saludos y despedidas	67 %
Información personal (10/22/2018 9:30 am - 11/09/2018 6:00 pm)	100 %

2.2 If you click on the name of the activity, you will see information about the student's submission and number of attempts. If the due date of the activity has passed, you will not be able to see this information.

Please note: Unlike the Online Workbook, you will not be able to see the student's individual answers in the ELEteca gradebook, unless it is a written or oral submission.

Saludos y despedidas

Saludos y despedidas

Number of attempts allowed: 3

Number of attempts you have made: 3

Grade for attempt 1: 33.33%

Grade for attempt 2: 66.66%

Grade for attempt 3: 66.66%

Grading method: Highest attempt

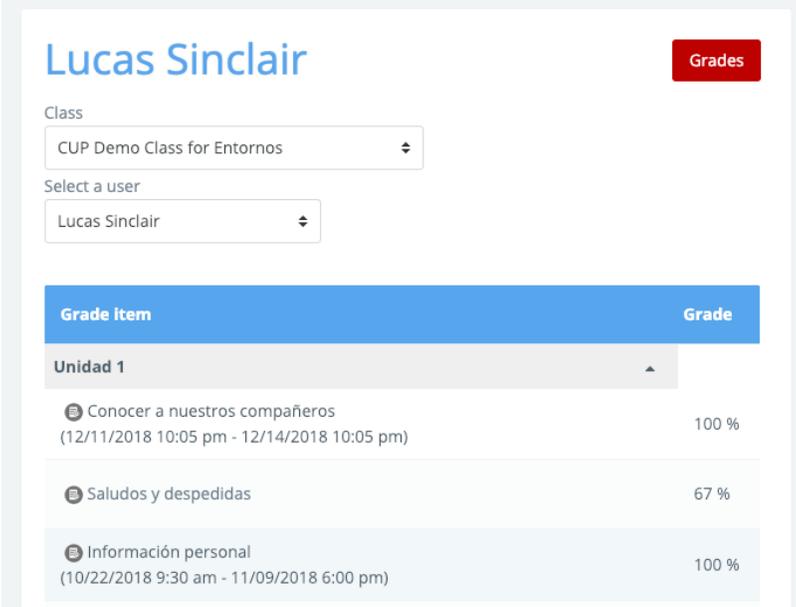
Grade reported: 66.66

You have reached the maximum number of attempts.

Enter

3. How to Manually Grade Written & Oral Activities

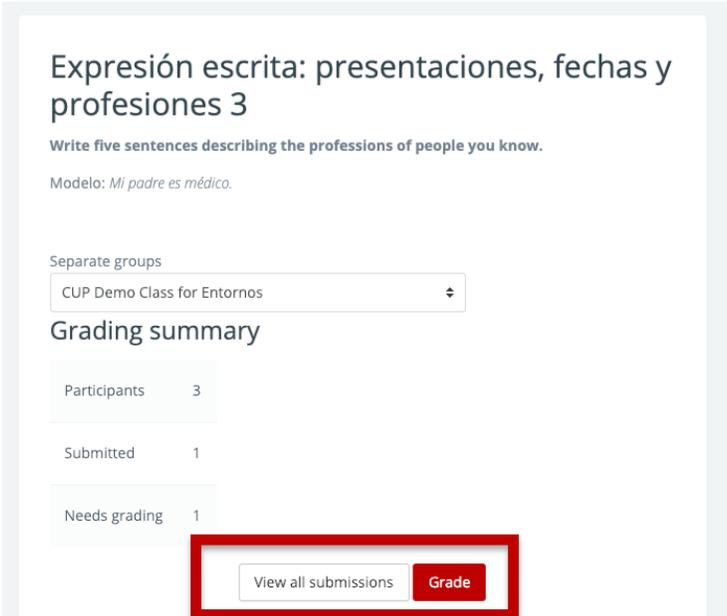
- 3.1 Because written and oral activities are not automatically scored, teachers will have to manually review and grade each submission.
Please note: You must have 'Configure activities' selected to manually grade assignments (see **Section 4.**)
- 3.2 To view submissions, go into the student's **Student Report** and click on the activity you need to grade.



The screenshot shows the user interface for a student named Lucas Sinclair. At the top right, there is a red button labeled "Grades". Below the name, there are two dropdown menus: "Class" set to "CUP Demo Class for Entornos" and "Select a user" set to "Lucas Sinclair". The main content is a table with a blue header row containing "Grade Item" and "Grade". The table lists three items under "Unidad 1":

Grade Item	Grade
Conocer a nuestros compañeros (12/11/2018 10:05 pm - 12/14/2018 10:05 pm)	100 %
Saludos y despedidas	67 %
Información personal (10/22/2018 9:30 am - 11/09/2018 6:00 pm)	100 %

- 3.3 Click on **View all submissions**. This will bring you to a page that shows submissions from all students.



The screenshot shows the grading summary for a writing activity titled "Expresión escrita: presentaciones, fechas y profesiones 3". The instructions are "Write five sentences describing the professions of people you know." with a model sentence: "Modelo: Mi padre es médico." Below this is a dropdown menu for "Separate groups" set to "CUP Demo Class for Entornos". The "Grading summary" section shows:

Participants	3
Submitted	1
Needs grading	1

At the bottom, there are two buttons: "View all submissions" and "Grade". The "View all submissions" button is highlighted with a red border.

3.4 Click the red **Grade** button next to the student to view and grade their submission:

Expresión escrita: presentaciones, fechas y profesiones 3

Eleven Hopper ent-demo-student2@yopmail.com No submission **Grade**

Submission

+
La cocina es mi caurto favorito porque me gusta cocinar.
Tengo una cama azul.
Mi salon es azul.
Mi cuarto de bano es verde y blanco.

Grade

Grade out of 10
8.00

3.5 You can also leave comments on the submission and have them sent to the student.

Feedback comments

Paragraph **B** *I*

Necesitabas una oracion mas.

Path: p

3.6 To download student submissions, return to the previous page and tick the boxes for student submissions you'd like to download and view and select Download Selected Submissions from the dropdown menu. The submissions will download into a zip file and can be viewed on your web browser

With selected... Download selected submissions **Go**

3.7 For oral assignments, a media bar will appear instead of a text submission.

4. How to Configure Units & Activities

4.1 From the gradebook, click on the course name.



4.2 This brings you to the Activities dashboard in student view. To edit the activities and enable teacher view, toggle **Configure Activities** to the color blue.



This will allow you configure the accessibility of your activities, either by hiding or by restricting the dates.

4.3 To hide an activity, click on the eye next to the activity.

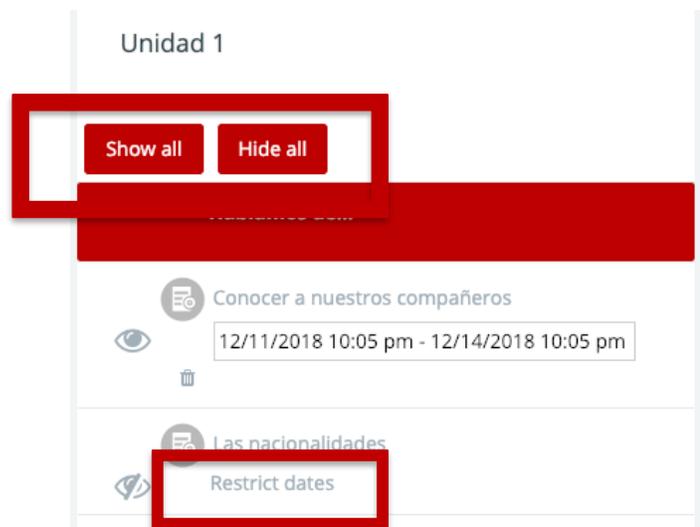


Students can view



Students can NOT view. Activity is hidden.

4.4 To hide a unit, click on the **Hide all** button below the Unit name.



4.5 To restrict when a student can complete an activity, click on **Restrict Dates**. Please remember that **Configure Activities must be active** to view and/or manually grade submissions.